

# Invitation to Bid

## City of Milwaukee

CITY OF MILWAUKEE  
200 E WELLS STREET  
MILWAUKEE WI 53202  
United States

CIMIL

**Vendor:** 0001030455  
WEBPAGE DOWNLOAD  
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)  
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MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000001844	08/15/2006	Michael Drzewiecki	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	08/16/2006 01:00 PM	08/25/2006 04:45 PM	

**Ship To:** VARIOUS LOCATIONS  
MILWAUKEE WI  
United States

**Bill To:** VARIOUS LOCATIONS  
MILWAUKEE WI  
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VC FOR POLAROID FILM			1.0000	VEN	08/31/2009

**Freight Terms:** DEST

**Ship Via:** NOT APPL

CITY WIDE VENDOR CONTRACT FOR THE PURCHASE OF POLAROID FILM FOR THE PERIOD SEPTEMBER 1, 2006 THROUGH AUGUST 31, 2009.

POLAROID 600 PLATINUM FILM (TWIN PACKS - TOTAL 20 EXPOSURES) WITH SHELF LIFE OF AT LEAST 9 MONTHS. 30 TWIN PACKS PER CASE. MANUFACTURE #101158. \*\*\*NO SUBSTITUTES\*\*\*

PRICE PER TWIN PACK - \$ \_\_\_\_\_ EACH

PRICE PER CASE - \$ \_\_\_\_\_ CASE

NO OF PACKS PER CASE \_\_\_\_\_

WE BID MFG AND PRODUCT #: \_\_\_\_\_

\*\*\*\*\*

ORDERS WILL BE PLACED BY THE VARIOUS CITY DEPARTMENTS FOR QUANTITIES AS NEEDED DURING THE TERM OF THE CONTRACT. THE ESTIMATED FOR THE THREE YEAR TERM OF THIS CONTRACT IS 1500 TWIN PACKS - POLAROID 600 COLOR FILM. THIS IS ONLY AN ESTIMATE AND NO GUARANTEE OF THE AMOUNT OF FILM THAT WILL BE PURCHASED DURING THE CONTRACT TERM.

THIS IS A CITY WIDE VENDOR CONTRACT. CITY DEPARTMENTS THAT PLACE AN ORDER AGAINST THIS CONTRACT MUST BE INVOICED DIRECTLY. THE VENDOR IS RESPONSIBLE FOR OBTAINING THE DEPARTMENT NAME, THE NAME OF THE INDIVIDUAL PLACING THE ORDER, DEPARTMENT BILL-TO LOCATION AND A TELEPHONE NUMBER AT TIME OF ORDER PLACEMENT. THIS INFORMATION AND THE VENDOR CONTRACT NUMBER RESULTING FROM THE AWARD OF THIS BID MUST BE CLEARLY MARKED ON THE INVOICE TO INSURE TIMELY PAYMENT.

\*\*\*\*\*

\*\*\* SIGNATURE REQUIRED \*\*\*

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THE INVITATION TO BID. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN. BIDDERS ARE, HOWEVER, REQUIRED TO COMPLETE AND RETURN ALL BID PAGES WITH THEIR BID SUBMITTAL.

\*\*\* CONTACT PERSON \*\*\*

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO MICHAEL DRZEWIECKI BY AUGUST 18, 2006. REQUESTS RECEIVED AFTER THAT DATE WILL NOT BE CONSIDERED.

BIDDERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF OTHER THAN THE PURCHASING AGENT FOR MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS BID. UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE IS A CAUSE FOR REJECTION OF THE BID. ANY ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE BIDDER WILL BE PROVIDED TO ALL BIDDERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

\*\*\* BID AND/OR SPECIFICATION APPEAL PROCESS \*\*\*

BIDDERS SHOULD SUBMIT A WRITTEN REQUEST TO MICHAEL DRZEWIECKI FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY OR INCONSISTENCY DISCOVERED IN THE BID, SPECIFICATIONS OR ATTACHMENTS. ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC., TO THE BID RELATED SPECIFICATIONS OR ATTACHMENTS MUST BE SUBMITTED BY AUGUST 18, 2006. REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A

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		COUNTEROFFER AND WILL SUBJECT THE BID TO REJECTION.					

\*\*\* BID ADDENDUM \*\*\*

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID CLOSING DATE. ANY ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: [WWW.CITY.MILWAUKEE.GOV](http://WWW.CITY.MILWAUKEE.GOV) (BIDS PENDING PAGE). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE BID CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE BID CLOSING DATE AND TIME. BIDDERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR BID REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

\*\*\*\*\*

DELIVERY IS REQUIRED NO LATER THAN 10 CALENDAR DAYS AFTER RECEIPT OF ORDER.

WILL YOU COMPLY WITH THIS REQUIREMENT?\_\_YES \_\_NO

NOTE: IF YOU CANNOT MEET THE 10 CALENDAR DAY DELIVERY REQUIREMENT, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

FUEL AND/OR SHIPPING SURCHARGES ARE NOT ALLOWED AND WILL NOT BE PAID BY THE CITY OF MILWAUKEE.

FREIGHT INCREASE: IF THERE IS A FREIGHT INCREASE PRIOR TO DELIVERY OF THE PRODUCT, THE ADDITIONAL INCREASE MUST BE AT THE EXPENSE OF THE BIDDER/CONTRACTOR.

\*\*\*\*\*

THIS WILL BE A THREE (3) YEAR CONTRACT FROM DATE OF AWARD SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE VOLUME LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE AMOUNT THAT WILL BE PURCHASED DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE BEYOND DECEMBER 31ST OF ANY YEAR IS CONTINGENT UPON THE APPROPRIATION OF SUFFICIENT FUNDS BY PROPER CITY OFFICIALS.

PRICES QUOTED MUST BE FIRM FOR ONE YEAR AFTER WHICH AN ESCALATOR MAY BE INVOKED UPON REQUEST AND VERIFICATION OF A LETTER FROM THE SUPPLIER AND/OR PUBLISHED PRICE SHEETS. SUCH REQUEST MUST BE MADE TO THE PURCHASING AGENT LISTED ON THE CONTRACT AT LEAST SIXTY (60) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. PRICE SHALL BE BASED ON PRODUCT COST ONLY AND NOT TO EXCEED 10% OF THE FIRM BID PRICE OR THE CONSUMER PRICE INDEX (ALL ITEMS MILWAUKEE) WHICHEVER IS LESS DURING THE CONTRACT PERIOD. THE INCREASE MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE.

LIKEWISE, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE CONTRACT.

\*\*\*\*\*

AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER COMPLYING WITH THE SPECIFICATIONS AND THE SPECIFIED DELIVERY REQUIREMENTS. LOW BIDDER WILL BE DETERMINED FROM MULTIPLYING THE QUOTED UNIT PRICE PER COLOR FILM TWIN PACK TIMES THE ESTIMATED USAGE.

NO AWARDS WILL BE MADE TO VENDORS WHO HAVE A MINIMUM ORDER REQUIREMENT.

\*\*\*\*\*

BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE TERMS AND CONDITIONS FOR UNSEALED INFORMAL BIDS & CONTRACTS" DOCUMENT, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARDED FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE: [HTTP://WWW.MILWAUKEE.GOV](http://WWW.MILWAUKEE.GOV), CLICK THE DEPARTMENTS LINK, CLICK THE PROCUREMENT SERVICES (PURCHASING) LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY, CLICK THE BID INFORMATION LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414)286-3501.

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THE CITY STRIVES TO MAKE TIMELY PAYMENT ON INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED, OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY AT THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286.							

IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

\_\_\_\_\_% , \_\_\_\_\_ DAYS

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

NOTE: EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENew.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

WOULD YOU BE WILLING TO EXTEND THE PRICING ON THE EQUIPMENT OR SUPPLIES LISTED ABOVE IF ADDITIONAL UNITS WOULD BE REQUIRED BY THE CITY? YES \_\_\_\_\_ NO \_\_\_\_\_

LIST THE PERIOD OF TIME YOUR PRICING WILL BE VALID. \_\_\_\_\_

WOULD YOU BE WILLING TO EXTEND THE PRICING FROM ANY CONTRACT THAT MAY RESULT FROM THIS BID TO OTHER V.A.L.U.E. MEMBERS OF LOCAL GOVERNMENT ENTITIES IN THE SOUTHEASTERN WISCONSIN AREA INCLUDING BUT NOT LIMITED TO THE MILWAUKEE METROPOLITAN SEWERAGE DISTRICT (MMSD) AND/OR MILWAUKEE PUBLIC SCHOOLS (MPS)?

YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE BE ADVISED THAT THE AWARD OF THIS BID BY THE CITY OF MILWAUKEE IS NOT CONTINGENT UPON YOUR AGREEMENT TO THE ABOVE REQUEST. IF, HOWEVER, YOU AGREE TO EXTEND TO ANY OTHER AGENCIES, EACH AGENCY WILL BE RESPONSIBLE FOR ISSUING AND ADMINISTERING ITS OWN CONTRACT AND RESULTING PURCHASE ORDER.

BID PRICE TO INCLUDE DELIVERY F.O.B. DESTINATION TO THE ADDRESS AS INDICATED AT TIME OF ORDER PLACEMENT.

HAS YOUR BUSINESS BEEN CERTIFIED AS AN EMERGING BUSINESS ENTERPRISE FOR THE CITY OF MILWAUKEE BY THE EMERGING BUSINESS ENTERPRISE PROGRAM?

YES \_\_\_\_\_ NO \_\_\_\_\_

NOTE: THOUGH THIS BID DOES NOT HAVE A SPECIFIC PERCENTAGE OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE BIDDER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THIS ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY BUT IS NOT A REQUIREMENT FOR SUBMITTING A BID. FOR FURTHER

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INFORMATION ABOUT THIS PROGRAM FOR YOUR BUSINESS, PLEASE CONTACT THE EMERGING BUSINESS ENTERPRISE PROGRAM OFFICE AT (414) 286-5552.							

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

YES \_\_\_\_\_ NO \_\_\_\_\_

YOU MAY RESPOND VIA FAX 414-286-5976 ON OR BEFORE 4:45 PM ON FRIDAY, AUGUST 25, 2006.

IF YOU CHOOSE TO MAIL YOUR BID, MAIL IT TO:

CITY OF MILWAUKEE  
DEPARTMENT OF ADMINISTRATION  
PROCUREMENT SERVICES SECTION  
200 E. WELLS STREET, ROOM 601  
MILWAUKEE, WI 53202

ATTENTION: MICHAEL DRZEWIECKI

YOUR BID ENVELOPE MUST BE PLAINLY MARKED IN THE LOWER LEFT HAND CORNER WITH THE BID NUMBER, BID CLOSING DATE AND THE BID DESCRIPTION.

ALL BIDS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

\*\*\* IMPORTANT NOTE \*\*\*

YOU MUST COMPLETE THE FOLLOWING INFORMATION:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PERSON SUBMITTING BID: \_\_\_\_\_ (PLEASE PRINT)

BIDDER'S EMAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX ID NUMBER REQUIRED: \_\_\_\_\_

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